

## Information available from Quedgeley Town/Community Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p><b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	<p>(hard copy and/or website)</p> <p>Website</p>	Free
Who's who on the Council and its Committees	Website	Free
Contact details for Town Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website	Free
Location of main Council office and accessibility details	Website	Free
Staffing structure	Apply to Clerk	Free
<p><b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>	<p>(hard copy and/or website)</p> <p>Apply to Town Clerk</p>	10p per copy
Annual return form and report by auditor	Website	Free

Finalised budget	Hard copy from Clerk	10p/copy
Precept	Obtain from Clerk	10p/copy
Borrowing Approval letter		
Financial Standing Orders and Regulations	Obtain from Clerk	10p per sheet
Grants given and received	Obtain from Clerk	10p per sheet
List of current contracts awarded and value of contract	Obtain from Clerk	10p per sheet
Members' allowances and expenses	Obtain from Clerk	10p per sheet
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Parish Plan (current and previous year as a minimum)	Website free	10p per sheet
Annual Report to Town Council or Community Meeting (current and previous year as a minimum)	Website free	10p per sheet
Quality status	Obtain from Clerk	10p per sheet
Local charters drawn up in accordance with DCLG guidelines		
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)	(hard copy or website)	
Current and previous council year as a minimum	Website free	Free

Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website free	Free
Agendas of meetings (as above)	Noticeboards Free	10p per copy
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website free	10p per copy
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Obtain from Clerk	10p per copy
Responses to consultation papers	Obtain from Clerk	10p per copy
Responses to planning applications	Obtain from Clerk	10p per copy
Bye-laws	GCC Website	Free
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)	(hard copy or website)	
Current information only	Obtain from Clerk	10p per sheet
Policies and procedures for the conduct of council business:  Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Obtain from Clerk	10p per sheet

Policies and procedures for the provision of services and about the employment of staff:	GAPTC Website	Free
Internal policies relating to the delivery of services	Website	Free
Equality and diversity policy	Website	Free
Health and safety policy	Website	Free
Recruitment policies (including current vacancies)	Obtain from Clerk	10p/copy
Policies and procedures for handling requests for information	Obtain from Clerk	10p/copy
Complaints procedures (including those covering requests for information and operating the publication scheme)	Website	Free
Information security policy		
Records management policies (records retention, destruction and archive)		
Data protection policies	Obtain from Clerk	10p/copy
Schedule of charges )for the publication of information)	Obtain from Clerk	Free
<b>Class 6 – Lists and Registers</b>	(hard copy or website; some information may only be available by inspection)	
Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Obtain from Clerk	10p/copy
Assets Register	Obtain from Clerk	10p/copy
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by town councils)	Obtain from Clerk	10p/copy
Register of members' interests	Obtain from Clerk	10p/copy
Register of gifts and hospitality	Obtain from Clerk	10p/copy

<p><b>Class 7 – The services we offer</b>        (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	<p>(hard copy or website; some information may only be available by inspection)</p>	
Allotments	Obtain from Clerk	Free
Burial grounds and closed churchyards	Obtain from Clerk	Free
Community centres and Sports facilities	Website	Free
Parks, playing fields and recreational facilities	Website	Free
Seating, litter bins, clocks, memorials and lighting	Website	Free
Bus shelters	Website	Free
Markets	None	
Public conveniences	None	
Agency agreements	Obtain from Clerk	Free
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Obtain from Clerk	Free
<p><b>Additional Information</b>        This will provide Councils with the opportunity to publish information that is not itemised in the lists above</p>		

Contact details: Town Clerk & RFO, Quedgeley Town Council, Unit 8, Quedgeley Olympus Business Centre, Quedgeley, Gloucester. GL2 4NF

[Office@quedgeley-tc.gov.uk](mailto:Office@quedgeley-tc.gov.uk)

[www.quedgeley-tc.gov.uk](http://www.quedgeley-tc.gov.uk)

## SCHEDULE OF CHARGES

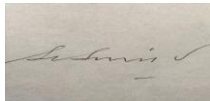
This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying @ £0.10p per sheet (black & white)	Actual cost *
	Photocopying @ £0.15p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)

\* the actual cost incurred by the public authority

Adopted by Full Council on Monday 17<sup>th</sup> July 2023

Signed:



Steve Smith – Chair

Minute Ref:F066/23-24